

Submit a Lab Proposal

Create and Submit a Proposal (for National Laboratories only)

1 Introduction

The Department of Energy (DOE) Office of Science (SC) issues many announcements each year to solicit research proposals from colleges and universities, non-profit and for-profit research organizations, DOE's national laboratories, small businesses, and other federal research organizations. The Office of Science issues two types of funding announcements:

- Funding Opportunity Announcements (FOAs), which may be open to one or more institution types (please read the eligibility requirements in a given FOA for details); and
- DOE National Laboratory Announcements, which are open only to DOE laboratories.

The purpose of this document is to provide step-by-step instructions for users to follow to submit a proposal to a DOE National Laboratory Announcement.

2 Prerequisites

Before a user can submit a proposal to a DOE National Laboratory Announcement in PAMS, the following criteria must be met:

- The user has an external PAMS account.
- The user is associated to a DOE National Laboratory.
- A DOE National Laboratory Announcement is open.

3 Submitting a DOE National Laboratory Proposal

Use the following steps to locate, create, and submit a proposal to a DOE National Laboratory Announcement.

3.1 Selecting a DOE National Laboratory Announcement

Before you can submit a proposal to a DOE National Laboratory Announcement, you must first select the Announcement you would like to submit to. Use the following steps to browse and select a DOE National Laboratory Announcement.

1. Log in to your external PAMS account at (Figure 1): <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx>.

Figure 1. PAMS External Login

2. From the PAMS Homepage, click **View/Respond to Solicitations** and skip to step 4 OR Navigate to the “Proposals” tab (Figure 2).

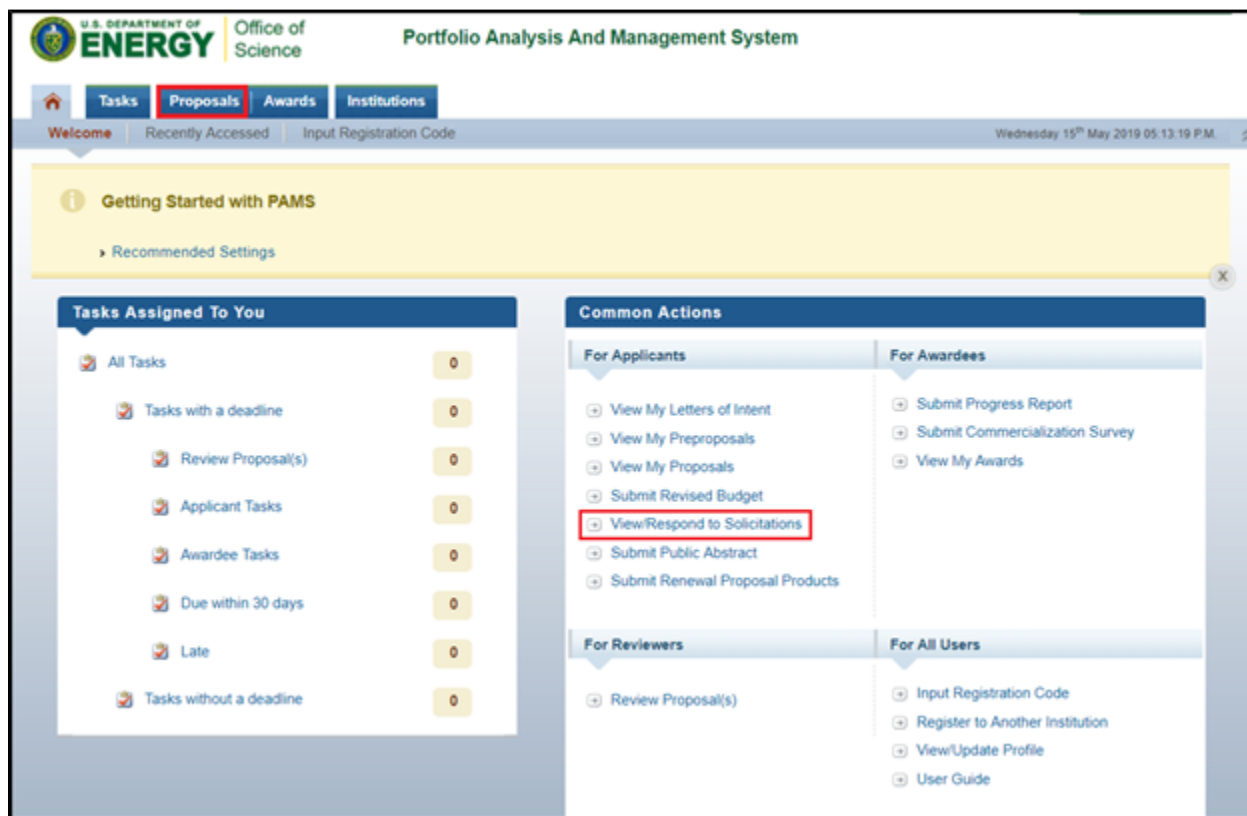


Figure 2. PAMS Homepage

3. PAMS will load the Guide Me subtab. Select **View DOE National Laboratory Announcements** in the Solicitations column under “What would you like to do?” (Figure 3).

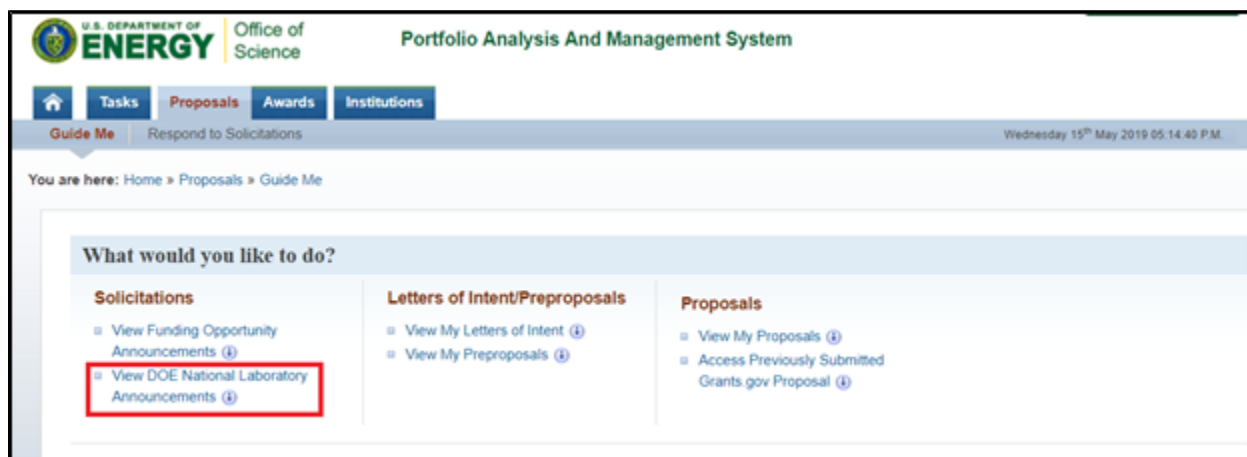


Figure 3. Proposals – Guide Me, View DOE National Laboratory Announcements

4. PAMS will load the “DOE National Laboratory Announcements – List” page, which displays a list of all open and closed DOE National Laboratory Announcements. Browse the list or use the filters or advanced search above the grid to locate the DOE National Laboratory Announcement you would like to submit to. Once you have selected a DOE National Laboratory Announcement, click **Submit Proposal** in the **Action/Views** menu in the Options column. (Figure 4)

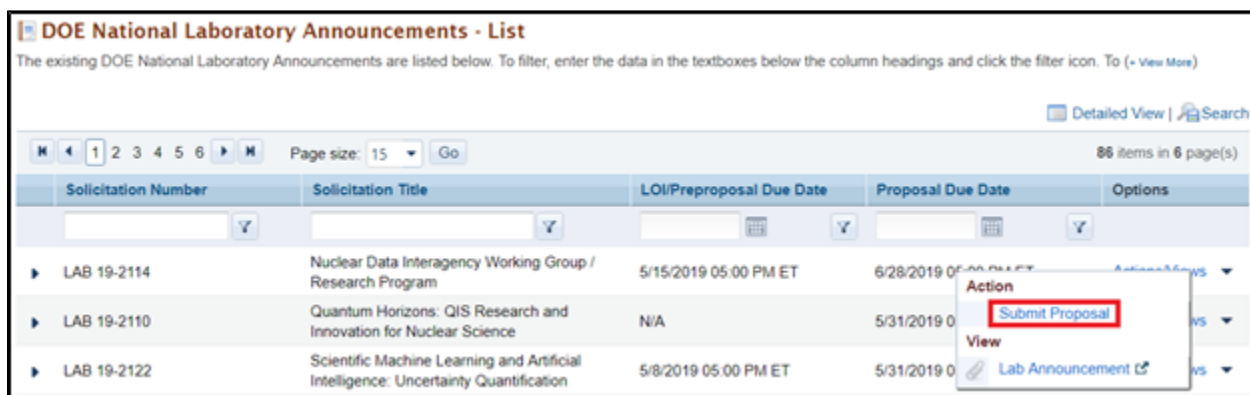


Figure 4. DOE National Laboratory Announcements – List, Submit Proposal

3.2 Submitting to a DOE National Laboratory Announcement

Upon clicking **Submit Proposal** in the **Action/Views** menu for a specific DOE National Laboratory Announcement, PAMS will load the “DOE National Laboratory Announcements – Submit Proposal” page. DOE National Laboratory proposals consist of four sections: Cover Page, Budget, Projects /Subawards (optional), and Attachments. To submit a proposal, you must complete all of the required fields in each section.

Use the following steps to complete a proposal for a DOE National Laboratory Announcement.

3.2.1 Cover Page

The Cover Page is used to record basic information about the proposal. Use the following steps to complete the Cover Page.

1. PAMS will first load the Cover Page tab of the proposal. Refer to the table below to complete the required fields in the Cover Page section.

Required Fields

Element	Description
<i>Institution</i>	PAMS will auto-populate the name of the National Laboratory to which you are registered (<i>Figure 5</i>).
<i>Principal Investigator Information</i>	Select a Principal Investigator (PI) by clicking Select PI on the right side of the section header (<i>Figure 5</i>). PAMS will load the “Select PI” page (<i>Figure 8</i>). Browse the list or use the filters or advanced search above the grid to locate the PI you would like to select. Once you have chosen a PI, click Select PI in the Action menu in the Options column. PAMS will return you to the “DOE National Laboratory Announcements – Submit Proposal” page, and populate the remaining fields in the Principal Investigator Information section.
<i>Sponsored Research Official /Business Official /Administrative Official (SRO/BO /AO) Information</i>	Select a Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) by clicking Select SRO/BO/AO on the right side of the section header (<i>Figure 5</i>). PAMS will load the “Select SRO/BO/AO” page (<i>Figure 9</i>). Browse the list or use the filters or advanced search above the grid to locate the SRO you would like to select. Once you have chosen an SRO, click Select SRO/BO /AO in the Action menu in the Options column. PAMS will return you to the “DOE National Laboratory Announcements – Submit Proposal” page, and populate the remaining fields in the Sponsored Research Official/Business Official/Administrative Official (SRO /BO/AO) section.
<i>Proposal Title</i>	Enter a title for the proposal (<i>Figure 6</i>).
<i>Program Manager</i>	Click the dropdown, and select a Program Manager (<i>Figure 6</i>).
<i>Proposal Type</i>	Click the dropdown, and select a Proposal Type (<i>Figure 6</i>).
<i>1. Are Human Subjects Involved?</i>	Select the “Yes” or “No” radio button (<i>Figure 6</i>). NOTE: If you select “Yes”, you must complete the “1a. If Yes, is the project exempt from Federal regulations?” subsection.
<i>2. Are vertebrate animals used?</i>	Select the “Yes” or “No” radio button (<i>Figure 7</i>). NOTE: If you select “Yes”, you must complete the “2a. If Yes, is the IACUC review pending?” subsection.

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DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (-

OMB Number: 0000-0000

Expiration: 00-00-0000

✖ Cover Page

✖ Budget

✔ Projects/Subawards (optional)

✖ Attachments

Fields with * are required

Solicitation Information

Solicitation Number

DE-FOA-0000000: [Solicitation Title]

* Institution

Select One

* Principal Investigator Information ⓘ

Select PI

Name

Position/Title of PI

Phone Number

N/A

Email Address

Address

N/A

* Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) Information ⓘ

Select SRO/BO/AO

Name

Phone Number

N/A

Email Address

Address

N/A

Figure 5. DOE National Laboratory Announcements – Submit Proposal, Cover Page 1

Project Information

* Proposal Title

* Program Manager

Select One

* Proposal Type

Select One

Field Work Proposal Number (if applicable) ⓘ

FWP Information ⓘ

#

FWP Number

Target Year

Research & Related Other Project Information

* 1. Are Human Subjects Involved?

☐ Yes

☐ No

1a. If Yes, is the project exempt from Federal regulations? (Required only if the answer to question 1 is "Yes")

☐ Yes

☐ No

If Yes, select appropriate exemption number. (Required only if the answer to question 1a is "Yes")

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

If No, is the IRB review pending? (Required only if the answer to question 1a is "No")

☐ Yes

☐ No

IRB Approval Date:

Human Subject Assurance Number:

*** 2. Are vertebrate animals used?**

☐ Yes ☐ No

2a. If Yes, is the IACUC review pending? *(Required only if the answer to question 2 is "Yes")*

☐ Yes ☐ No ☒ N/A

IACUC Approval Date:

Animal Welfare Assurance Number:

[Cancel](#) [Choose Action](#) [Go](#)

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This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

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Submission of this data is required.

Select PI

[Invite PI](#) [Search](#) | [Saved Searches](#)

Page size: 15 Go 656 items in 44 page(s)

Name	User Name	Email	Phone	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name, First Name	User Name	Email Address	Phone Number	Action
Last Name, First Name	User Name	Email Address	Phone Number	Select PI

Select SRO/BO/AO

[+ Invite SRO/BO/AO](#) [Search](#) [Saved Searches](#)

Page size: 15 [Go](#) 666 items in 44 page(s)

Name	User Name	Email	Phone	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name, First Name	User Name	Email Address	Phone Number	Action
Last Name, First Name	User Name	Email Address	Phone Number	Select SRO/BO/AO

2. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select “Save Cover Page and Continue to Next Section”, and click **Go** (Figure 10).

Cancel

Choose Action Go

Choose Action
Save Cover Page
Save Cover Page and Continue to Next Section

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Figure 10. DOE National Laboratory Announcements – Submit Proposal, Choose Action

You can save your progress without navigating away from the page at any point by clicking the “Choose Action” dropdown, selecting “Save Cover Page”, and clicking “Go”.

3. PAMS will save the Cover Page tab, and navigate you to the Budget tab.

3.2.2 Budget

The Budget tab consists of twelve sections: the Budget Period table, Budget Period Information, Senior/Key Person, Additional Senior Key Persons, Other Personnel, Equipment Description, Travel, Participant/Trainee Support Costs, Other Direct Costs, Direct Costs, Other Indirect Costs, and Total Direct and Indirect Costs. Use the following steps to complete the Budget tab.

Refer to the table below to complete the required fields in the Budget tab.

1. Click the **Edit** icon for each section of the budget that needs to be updated. Click **Continue** in that section to save your edits. (Figures 11-13)

Required Fields

Element	Description
<i>Budget Period Start Date</i>	Click the Edit icon, in the Budget Period Information header, and enter a start date for the budget period (<i>Figure 11</i>).
<i>Budget Period End Date</i>	Click the Edit icon, in the Budget Period Information header, and enter an end date for the budget period (<i>Figure 11</i>).

If the section does not apply to your budget, leave it blank.

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DOE National Laboratory Announcements - Submit Proposal

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OMB Number: 0000-0000
Expiration: 00-00-0000

Cover PageBudgetProjects/Subawards (optional)Attachments

000000000: [Institution Name, City, State]PI: [LastName, FirstName]

Title: [Title]

Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	

Period 1Budget Summary

Budget Tab Instructions

Budget Period Information

Budget Period Start Date	Not Provided
Budget Period End Date	Not Provided

A. Senior/Key Person

#	Name	Project Role	Months	Requested Salary (\$) ⓘ	Fringe Benefits (\$) ⓘ	Funds Requested (\$)
Total Funds requested for all Senior Key Persons in the attached file						Not Provided
Total Senior/Key Person						Not Provided

Additional Senior Key Persons (Maximum 1)

Attach File

No documents attached

B. Other Personnel

# of Personnel	Project Role	Months ⓘ	Requested Salary (\$) ⓘ	Fringe Benefits (\$) ⓘ	Funds Requested (\$)
Total Other Personnel					Not Provided
Total Salary, Wages and Fringe Benefits (A+B)					Not Provided

C. Equipment Description

#	Equipment Item	Funds Requested (\$)
Total Equipment		Not Provided

D. Travel

#	Item	Funds Requested (\$)
1.	Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
Total Travel		Not Provided

E. Participant/Trainee Support Costs

#	Item	Funds Requested (\$)
1.	Tuition/Fees/Health Insurance	Not Provided
2.	Stipends	Not Provided
3.	Travel	Not Provided
4.	Subsistence	Not Provided
5.	Other	Not Provided
Number of Participant/Trainees (Not Provided)		
Total Participant/Trainee Support Costs		Not Provided

F. Other Direct Costs

#	Item	Funds Requested (\$)
1.	Materials and Supplies	Not Provided
2.	Publication Costs	Not Provided
3.	Consultant Services	Not Provided
4.	ADP/Computer Services	Not Provided
5.	Subawards/Consortium/Contractual Costs	Not Provided
6.	Equipment or Facility Rental/User Fees	Not Provided
7.	Alterations and Renovations	Not Provided
8.	Other	Not Provided
Total Other Direct Costs		Not Provided

G. Direct Costs

#	Item	Funds Requested (\$)
1.	Total Direct Costs (A thru F)	Not Provided
H. Other Indirect Costs		
#	Item	Funds Requested (\$)
	Total Indirect Costs	Not Provided
I. Total Direct and Indirect Costs		
#	Item	Funds Requested (\$)
1.	Total Direct and Indirect Costs (G+H)	Not Provided

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Submission of this data is required.

Figure 11. DOE National Laboratory Announcements – Submit Proposal 1

Note

- When entering budget information for multiple budget periods, you may enter the first budget period's information and click **Copy from Previous Period** to copy data over from the previous period (Figure 12). This will eliminate the need to duplicate budget information for every year.
- Once you have copied a budget period, you can make any necessary edits by clicking the **Edit** icon.
- If you choose not to **Copy from the Previous Period**, you can click the next Budget Period tab and update the appropriate budget sections by clicking the **Edit** icon.

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DOE National Laboratory Announcements - Submit Proposal

OMB Number: 0000-0000
Expiration: 00-00-0000

Cover Page
Budget
Projects/Subawards (optional)
Attachments

000000000: [Institution Name, City, State]
PI: [LastName, FirstName]

Title: [Title]

Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	
2	Not Provided	Not Provided	Delete

Period 1
Period 2
Budget Summary

Budget Period Information

Budget Period Start Date
Not Provided

Budget Period End Date
Not Provided

[Budget Tab Instructions](#)

Copy from Previous Period

Figure 12. DOE National Laboratory Announcements – Submit Proposal, Budget – Add Budget Period

2. Once you have completed all of the required and necessary fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Budget and Continue to Next Section", and click **Go** (Figure 13). PAMS will save the Budget tab, and navigate you to the Subawards tab.

I. Total Direct and Indirect Costs

#	Item	Funds Requested (\$)
1.	Total Direct and Indirect Costs (G+H)	\$115,000.00

Choose Action
Save All Budget Periods
Save All Budget Periods and Continue to Next Section

Go

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Figure 13. DOE National Laboratory Announcements – Submit Proposal, Save

3.2.3 Projects/Subawards (optional)

The Projects/Subawards tab is an optional section. If your proposal includes a Project or Subaward, you will need to complete the Projects/Subawards tab. If your proposal does not include a Project or Subaward, leave the Projects/Subawards section blank, and move on to the Attachments tab.

Use the following steps to provide Project/Subaward budgets.

1. Click **Add Project/Subaward** at the top of the page (Figure 14). Provide budget information (refer to Section 3.2.2, Step 3) for each Project/Subaward you add.

DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (-

OMB Number: 0000-0000
Expiration: 00-00-0000

000000000: [Institution Name, City, State] **PI: [LastName, FirstName]**

Title: [Title]

Add Project/Subaward

DUNS Institution Options

No Subawards found.

Choose Action **Go**

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Figure 14. DOE National Laboratory Announcements – Submit Proposal, Subawards (optional), Add Project/Subaward

2. Click the **Edit** icon for each section of the budget that needs to be updated, and then click **Continue** in that section to save your edits.

Required Fields

Element	Description
<i>Institution Name</i>	Click the Edit icon, in the Project/Subaward Information header, and enter the Institution Name (<i>Figure 15</i>).
<i>Budget Type</i>	Use the "Project" and "Subaward/Consortium" radio buttons to specify the budget type.
<i>Budget Period Start Date</i>	Click the Edit icon, in the Budget Period Information header, and enter a start date for the budget period (<i>Figure 15</i>).
<i>Budget Period End Date</i>	Click the Edit icon, in the Budget Period Information header, and enter an end date for the budget period (<i>Figure 15</i>).



If the section does not apply to your budget, leave it blank.

Proposal Subawards

Complete the form below to include budget information for a project/subaward.

A complete project/subaward budget component (including the budget) (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Project/Subaward Information

DUNS: Not Provided

* Institution/Project Name: Not Provided

* Budget Type: ☐ Project ☐ Subaward/Consortium

Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	

Period 1 Budget Summary

Budget Period Information

* Budget Period Start Date: Not Provided

* Budget Period End Date: Not Provided

Figure 15. Proposal Subawards

3. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Subawards and Continue to Next Section", and click **Go** (*Figure 16*). When you have finished providing the necessary information, choose the appropriate save option from the **Choose Action** dropdown, and click **Go** to continue to the next section.

I. Total Direct and Indirect Costs		
#	Item	Funds Requested (\$)
1.	Total Direct and Indirect Costs (G+H)	\$115,000.00

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Choose Action
 Save All Budget Periods
 Save All Budget Periods and Continue to Next Section

Go

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Figure 16. DOE National Laboratory Announcements – Submit Proposal, Budget – Save All Budget Periods

3.2.4 Attachments

The Attachments tab is used to upload required documents for the proposal. It consists of four sections: Project Summary/Abstract, Budget Justification Attachment, Proposal Attachment, and Other Attachments. Use the following steps to complete the Attachments tab.

Required Fields

Element	Description
<i>Proposal Summary/Abstract</i>	Upload the Project Summary Abstract. PAMS will accept one (1) document in this field only.
<i>Budget Justification Attachment</i>	Upload your Budget Justification. PAMS will accept one (1) document in this field only.
<i>Proposal Attachment</i>	Upload your Project Narrative. PAMS will accept one (1) document in this field only.

1. To attach a required document, click **Attach File** in the header. This will expand the section (*Figure 17*).
2. Click **Choose File**, and browse your computer for the file you would like to attach.
3. Once you have selected a file, click **Upload** to attach the file to the proposal.

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Expiration: 00-00-0000

Cover Page

Budget

Projects/Subawards (optional)

Attachments

000000000: [Institution Name, City, State]

PI: [LastName, FirstName]

Title: [Title]

Project Summary/Abstract (Minimum 1) (Maximum 1)

Document

Allowable Document Types: doc, docx, pdf

Allowable Document Size: 100 MB

Choose File

No file chosen

Approximately 1/4 page (Max 500 Characters): 500 Characters left.

Description

Upload

Cancel

Attach File

Budget Justification Attachment (Minimum 1) (Maximum 1)

No documents attached

Attach File

Proposal Attachment (Minimum 1) (Maximum 1)

No documents attached

Attach File

Other Attachments (Maximum 5)

No documents attached

Attach File

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Choose Action

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Figure 17. DOE National Laboratory Announcements – Submit Proposal, Attachments

Note

You may enter a description of the document in 500 characters or less in the Description field before clicking **Upload** and attaching the file.

4. When you have finished attaching the required documents, click the **Choose Action** dropdown, select the appropriate Save option, and click **Go** (Figure 18).

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DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000

Expiration: 00-00-0000

Success:

The Proposal section was saved successfully.

Cover Page

Budget

Projects/Subawards (optional)

Attachments

000000000: [Institution Name, City, State]

PI: [LastName, FirstName]

Title: [Title]

Project Summary/Abstract (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.docx	11 kB	09/02/2021		Actions

Budget Justification Attachment (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.docx	11 kB	09/02/2021		Actions

Proposal Attachment (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.docx	11 kB	09/02/2021		Actions

Other Attachments (Maximum 5)

Attach File

No documents attached

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Save Attachments Go

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is required.

Figure 18. DOE National Laboratory Announcements – Submit Proposal, Attachments – Save

3.3 Submitting your Proposal

Once all of the proposal tabs are complete (marked by a green checkmark next to each tab name), you can submit your proposal to the DOE National Laboratory Announcement. Use the following steps to complete and submit your proposal.

1. Click the **Choose Action** dropdown in the bottom right corner of the page, select **Submit to DOE**, and click **Go** (Figure 19).

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DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000

Expiration: 00-00-0000

Success:

The Proposal section was saved successfully.

Cover Page

Budget

Projects/Subawards (optional)

Attachments

000000000: [Institution Name, City, State]

PI: [LastName, FirstName]

Title: [Title]

Project Summary/Abstract (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.docx	11 kB	09/02/2021		Actions

Budget Justification Attachment (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.docx	11 kB	09/02/2021		Actions

Proposal Attachment (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.docx	11 kB	09/02/2021		Actions

Other Attachments (Maximum 5)

Attach File

No documents attached

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Submit to DOE

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Submission of this data is required.

Figure 19. DOE National Laboratory Announcements – Submit Proposal, Submit to DOE

2. PAMS will redirect you to the “My Proposals” page, and display a Success message confirming that your proposal has been submitted successfully (Figure 20).

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The existing Proposals accessible to you are listed below. To filter, enter the data in the textboxes below the column headings and click the filter icon. To search, (+ View More)

Success:

Proposal ID: 0000000000 submitted successfully.

Detailed View

Search

Saved Searches

1

Page size: 15

Go

1 items in 1 page(s)

Proposal ID	PI	Title	Institution Name	Proposal Type	Proposal Status	Options
0000000000	[LastName, FirstName]	[Title]	[Institution Name, City, State]	New	Under Review	Actions/Views

1

Page size: 15

Go

1 items in 1 page(s)

Figure 20. My Proposals – Success Message